

**Brookdale Community College Federal CARES Act Emergency Fund  
CARES ACT (HEERF 1), CRRSA ACT (HEERF II)  
Grants to Students Report  
June 30, 2021**

1. An acknowledgement that the institution signed and returned to the Department the Certification and Agreement and the assurance that the institution has used, or intends to use, no less than 50 percent of the funds received under CARES Act and CRRSA Act.
  - Brookdale Community College completed and submitted the Recipient Funding and Certification Agreement on 4/13/2020 assuring that 50% of the funds would be used as intended to provide Emergency Financial Aid Grants to students.
2. The total amount of funds that the institution will receive or has received from the Department pursuant to the institution's Certification and Agreement [for] Emergency Financial Aid Grants to Students.
  - Brookdale Community College received a cumulative amount of \$6,334,412.00 in funding to be distributed among its applicants.
3. The total amount of Emergency Financial Aid Grants distributed to students from the CARES Act and the CRRSA Act as of the date of submission (i.e., as of the 30-day Report and every 45 days thereafter).
  - Brookdale Community College distributed a cumulative total of \$6,334,412.00.
4. The total number of students at the institution eligible to participate in programs under Section 484 in Title IV of the Higher Education Act of 1965 and thus eligible to receive Emergency Financial Aid Grants to students under the CARES Act and the CRRSA Act,
  - Brookdale Community College distributed the emergency grant program to a total of 3848 students (unduplicated) utilizing all HEERF 1 and HEERF 2 funds. 6665 awards were distributed between Fall of 2019 and Summer of 2021.
5. The method(s) used by the institution to determine which students receive Emergency Financial Aid Grants and how much they would receive under the CARES Act (HEERF 1), and the CRRSA Act (HEERF 2).
  - HEERF I
    - Brookdale Community College formed a committee consisting of Brookdale employees in leadership positions including The President of the college.
    - The Office of Financial aid accepted responsibility for creating processes consistent with US Department of Education Guidance and the decisions of the committee.
    - All registered matriculated students who were not in an online Program, completed a FAFSA and met the definition a 'Financial Aid eligible', were provided with an online application. The application explained the process and encouraged students to enroll in direct deposit.
    - This process continued for Spring 20, Summer 20 and Fall 20 terms.

- Applications were validated and anyone deemed eligible were selected received and Cares/HEERF 1 Act Emergency Grant of \$1000.00.
  - As of December 23, 2020, Fall 20 CARES application closed and left over funding of \$310,205.00 was utilized with the distribution of HEERF II.
- HEERF II
    - Brookdale Community College formed a committee consisting of Brookdale employees in leadership positions including The President of the college.
    - The Office of Financial aid accepted responsibility for creating processes consistent with US Department of Education Guidance and the decisions of the committee.
    - All registered matriculated students, completed a FAFSA and met the definition a 'Financial Aid eligible', were examined. Those with an EFC of 7000 or less were considered to have 'exceptional need' and were awarded without an additional application. Those with an EFC of greater than 7000 were provided with an online application. The application explained the process and encouraged students to enroll in direct deposit.
    - This process continued for Spring 21 through Summer 21.
    - Applications are validated and anyone deemed eligible were selected received a HEERF II Act Emergency Grant of \$1000.00.
    - HEERF II applications will close at the conclusion of Summer 21.
6. Any instructions, directions, or guidance provided by the institution to students concerning the Emergency Financial Aid Grants.
- The college maintains a COVID-19 website which includes Frequently Asked Questions and provides access to information regarding the Emergency CARES Grants.
  - Students can also submit questions to [COVIDquestions@brookdalecc.edu](mailto:COVIDquestions@brookdalecc.edu). The email address is monitored daily and questions and/or concerns are promptly responded to.
  - The college responds to all ineligible applicants and encourages that they complete a FAFSA.
  - Processes and distribution of HEERF II began distribution with the Spring 21 terms.
  - Once finalized, information about HEERF III will be publicized.